

**2nd Congressional District of Wisconsin
Congresswoman Tammy Baldwin**

Academy Application Guidelines

Academy application forms, with supporting documents, must be received in Congresswoman Tammy Baldwin's Madison office

10 E. Doty St., #405
Madison, WI 53703

by 5:00 p.m., **October 15, 2010** for the class entering the Academy in the summer of 2011.

Guidelines:

- 1.) Application form: Carefully consider your academy first choice. Secondary choices are considered *only if* there are less than ten candidates for that academy.
- 2.) Page two essays: Attach additional pages if needed. Responses may be hand-written or type-written, but they must be legible.
- 3.) High school transcripts: Submit an official transcript with raised seal or in a sealed envelope. The transcript must show your final junior year grades, cumulative grade point average and numerical class rank. Your high school counselor can send the transcript to my Madison office directly, or you may submit it with your application form. Either way, the transcript itself must arrive in our office prior to the application deadline.
- 4.) College Board scores. Either an ACT or SAT score is required for academy admission. Many candidates take both exams and take the exams several times, with the goal of increasing their scores. We will consider the highest score in each category (Math, Science, Reading, etc.) when looking at a student's overall academic achievements. *We accept copies of the scores and do not need an official copy from the ACT or SAT itself – that is, there is no need to pay extra money to have the official scores mailed to our office.*
- 5.) Three letters of recommendation: These letters should be from people *who know you well* (*not* from someone who knows your parents and does *not* know you, for example.) Oftentimes the letters are from a teacher, counselor and other school officials, employers, coaches, pastors and the like. Letters from relatives will not be accepted. Please obtain the letters from the source and send them to our office with your application packet (rather than have the letter-writer submit the letters individually.) NOTE: Many letters of recommendation arrive in our office in a sealed envelope attached to the student's application form.
- 6.) Photos: Attach, in the upper right-hand corner of the first page of the application form, your high school graduation photo or other similar (current) color portrait.

Should you have questions about the academy application form, the required attachments, or the application process itself, please contact Cathie Trevallee, at (608) 251-8728 or at cathie.trevallee@mail.house.gov.